**HUDA QADURA**

00962799900137 | hudaqad@hotmail.com | Amman, Jordan

**SUMMARY**

Freelance English/ Arabic translator with 6+ years of experience in translation for various translation agencies and private businesses. Fields of experience focused in the UN and journalism sectors with exposure to other various industries. Utilize four years of prior technical experience as a support technician for Microsoft to translate technical sheets/ manuals and scientific content. Commended for keen attention to detail and strong communication skills working with clients to fulfill translation needs.

**EXPERIENCE**

**Freelance English/ Arabic Translator** March 2012 – Present

Translate and accurately convey written material from English to Arabic and Arabic to English. Implement a keen editor’s eye and strong attention to detail in all translation reviews and services. Areas of experience include the following:

* **UN, NGO, & Government Reports**
  + Economic, social, educational and health status reports, surveys, and development strategies and action plans of several international organizations and UN agencies including *UNESCO, UNICEF, WHO, Mercy Corps, Save the Children, and King Faisal Foundation.*
  + Social and economic development action plans, strategies and progress reports for the Government of Jordan institutions.
* **Global News Briefings**
  + Weekly political, economic, and social global news briefings and analysis.
* **Technical Sheets and Manuals**
  + Manuals, tutorials, and specification sheets for various equipment and applications.
* **Financial Newsletters**
  + Private fund’s newsletters and financial reports detailing monthly performance/positioning related to global economic and political conditions.
* **Website Content**
  + Online shopping, translation services, and historical-focused websites.
* **Other Services**
  + Food labels and nutritional information for various products.
  + Birth, marriage, and divorce certificates.
  + Scientific and historic content for a children’s museum.

**Support Engineer – Microsoft Jordan** May 2007- Jan 2011

**Lab Engineer – Amman University** Feb 2005 - May 2005

**EDUCATION & CERTIFICATIONS**

**University of Jordan** Amman, Jordan

*Bachelor of Science, Computer Engineering* 2005

**CERTIFICATIONS** IELTS (Score 8.5/9.0), Test of English as a Foreign Language (Full Score)

**SKILLS**

* **Languages**: Arabic (native language), English (proficient)
* **CAT Tools:** SDL Trados Studio 2015